



TWO QUARTERS PROGRESS REPORT

GLOBAL PARTNERSHIP FOR EDUCATION/BALUCHISTAN EDUCATION PROJECT

EDUCATION DEPARTMENT

GOVERNMENT OF BALUCHISTAN

For the Quarter

Jan-Mar 2016

Project ID- P144454

Prepared by M&E Section GPE/BEP

Acronyms and Abbreviations

(PGEB) Promoting Girls Education in Balochistan
(GPE-BEP) Global Partnership of Education - Balochistan Education Project
(DFP) District Focal Person
(TPV) Third Party Validation
(ED) Education Department
(PMU) Project Management Unit
(UNICEF) United Nations International Children's Education Fund
(BESP) Balochistan Education Sector Plan
(TLM) Teachers Learning Material
(M&E) Monitoring & Evaluation
(PTSMC) Parent Teachers School Management Committee
(ECE) Early Childhood Education
(ECED) Early Childhood Education Development
(SMIP) Social Mobilization & Implementation Partner
(DS&QA) Design, Supervision & Quality Assurance
(EOI) Expression of Interest
(ToR) Terms of Reference
(BoQ) Bill of Quantity
(SED) Secondary Education Department
(DEO) District Education Officer
(NBP) National Bank of Pakistan
(AG) Accountant General
(WB) World Bank
(NOL) No Objection Letter
(PCC) Project Coordination Committee
(PMU) Project Management Unit
(RFQ) Request for Quotation
(IC) Individual Consultant
(CQS) Consultants Qualification
(QCBS) Quality & Cost Based Selection
(GRM) Grievance Redressal Mechanism
(PAC) Public Affairs Cell
(PSDP) Public Sector Development Plan
(P&D) Planning & development
(TaT) Turaround Time
(PD) Project Director
(ES) Education Specialist

Contents

I) Progress Update:	6
A. Human Resource Section	6
B. Education Section	10
C. Monitoring & Evaluation (M&E) Section	11
1. Finalization of M&E Framework & Development of Reporting Tools:	11
2. Annual Work Plan/Monthly Work Plan Tracking Mechanism:	11
3. Hiring of District Monitoring Associates & Co-coordinators	11
4. Social Media and Communication Activities for GPE project:	11
D. Finance Section	12
E. Procurement Section	12
F. Development/infrastructure	18
II. Annexure	20
1. Recruitment of teachers under GPE-BEP.....	20
2. Establishment of primary schools	24
3. Enrollment campaign – support by gpe-bep.....	27
4. second round of third party validation in 18 districts.....	29
5. Notification of new dfps.....	31
6. Minimum Standards of Primary, Middle and High schools.....	32
7. ToR for DS&QA FIRM	33

Executive Summary

The quarter report covers activities from the last quarter i.e. January to March, 2016.

A 4 day staff retreat was held in Karachi for team building of the GPE team where a professional trainer was hired and a seasoned Educationist and Secretary Education were requested for a lecture and Q&A session. The retreat was very fruitful for all sections.

For the first phase of school establishment, a physical verification was conducted to verify the sites for new schools and 213 schools sites were verified. To hire teachers, a teacher testing and management firm was to be hired and their ToRs were finalized and advertised for further process.

M&E Framework, Plan and tools were developed during this quarter with the help of a World Bank consultant. The framework and tools were finalized after a review by all relevant sections.

To aide in the project activities through specialists, the services of third party consultants were sought. Procurement of consultants firms including Social Mobilization Implementing Partnership (SMIP) and Teacher Recruitment Management, Teacher Testing Firms, among others, is underway. Procurement for office equipment, IT equipment & furniture is complete.

GPE-BEP PROJECT BACKGROUND

The Government of Balochistan, Education Department is implementing a project titled "Global Partnership for Education-Balochistan Education Project" (GPE-BEP). The development objective of the proposed three years project is to increase school enrollment and retention in project supported schools, with a special focus on girls' participation, and to develop mechanisms to improve quality of school management.

The three major components of this project are outlined below:

1. Access and Equity

- a. Establishment of 725 new primary schools (Mixed Gender) with provision of early childhood education and involvement of community.
- b. Up-gradation of 120 schools (95 Primary to middle schools and 25 middle to higher secondary).

2. Quality and increased accountability

- a. Promoting Early Childhood Education through teachers training and teaching learning material.
- b. School information collection, dissemination and use for improved planning and decision/Real Time School Monitoring system

3. Technical Assistance for improved Capacity for Management and Monitoring

- a. Teacher development through provision of Teaching and Learning Material (TLM).
- b. Student Assessment
- c. School Information System

I) PROGRESS UPDATE:

This report highlights the activities of the quarter Jan to Mar 2016 covering the overall activities.

A. HUMAN RESOURCE SECTION

After the initial phase of hiring, the project staff through a transparent and competitive process. The following table shows the updated staffing list:

Staff Strength & Status

Sr #	Designation	Position Occupied	Recruitment under Process
1	Project Director	✓	
2	Deputy Project Director	✓	
3	Procurement Specialist	✓	
4	M&E Manager	✓	
5	M & E officer	✓	
6	M & E officer	✓	
7	School Development Engineer	✓	
8	School Development Engineer	✓	
9	Accounts Officer	✓	
10	Program Associate	✓	
11	Program Officer	✓	
12	Education Officer	✓	
13	Education Officer	✓	
14	Sr. IT Assistant	✓	
15	Program Associate	✓	
16	Program Associate	✓	
17	Program Associate	✓	
18	Program Assistant	✓	
19	Program Associate/Receptionist	✓	

20	Internee	✓	
21	Internee	✓	
22	Support Staff	✓	
23	Support Staff	✓	
24	Support Staff	✓	
25	Support Staff	✓	
26	Support Staff	✓	
27	Support Staff	✓	
28	Support Staff	✓	
29	Support Staff	✓	
30	Driver	✓	
31	Driver	✓	
32	Driver	✓	
33	Driver	✓	
34	Watch Man (Night)	✓	
35	Watch Man (Day)	✓	
36	Sweeper	✓	
37	Sr. Admin Officer	✓	
38	Program Associate- HR	✓	
39	Manager Financial Management	✓	
40	Education Officer	✓	
41	Education Officer	✓	
42	School Development Engineer	✓	
43	Media & Communication Officer	✓	
44	Education Specialist	✓	
45	Sr. M&E Officer	✓	
46	Program Assistant	✓	

47	Accountant	✓	
48	HR Officer	✓	
49	Accountant	✓	
50	Admin & Logistics Officer	✓	
51	Driver	✓	
52	Sr. Finance Officer(Level I)	✓	
53	Support Staff	✓	
54	Support Staff	✓	
55	School Development Engineer	✓	
56	Education Officer	✓	
57	Education Officer	✓	
58	Program Associate	✓	
59	Program Associate	✓	
60	Program Assistant	✓	
61	Procurement Officer	✓	
62	Program Assistant	✓	
63	Social & Environment Safeguard Officer	✓	
64	MIS/IT Officer	✓	
65	Gardner	✓	
66	Data Analyst Officer	✓	
67	M&E Officer		✓
68	Program Assistant	✓	
69	Program Assistant	✓	
70	School Development Engineer	✓	
71	School Development Engineer		✓
72	Procurement Officer-Contract Management	✓	
73	Procurement Manager		✓

74	Education Manager		✓
75	Sr. Education Officer	✓	
76	Manager Development Infrastructure	✓	
77	Development specialist	✓	
78	Education Coordinator (training & Module Development)		✓
79	Sweeper		✓

Staff Retreat:

A 03 days' staff retreat for the GPE-BEP team was organized from 25th to 29th January 2016 in Karachi. The primary objective was to step away from the routine and engage in team building activities and exposure visits. The team was accommodated at Avari Towers, Karachi. Exceptional arrangements for meals and transportation were made to ensure a comfortable stay for the team members. A plethora of activities were planned for to engage the team. A day wise schedule is as follows: PMC Hiring A one day long Team Building session with the leading inspirational speaker of the country Mr. Qaiser Abbas. The session was held at Beach Luxury Hotel, Karachi and entailed multiple team building exercises with a focus on organizational development and a collaborative vision for the organization. Important aspects of teams were covered in great detail including team diversity, creativity, planning and resourcefulness etc.

The second day entailed a mix of organizational planning as well as a field visit to SMB Fatima School, Karachi. The government school is officially under Zindagi Trust, a non-profit organization founded by Shahzad Roy a popular musician of Pakistan. The purpose of the visit was to exchange best practices as well as to take inspiration of school designs for new construction under GPE-BEP. A walkthrough tour of the school was led by Project Manager, Zindagi Trust Ms. Shahnaz Salim Hunzai. Key facilities of interest included the ECCE center, the breakfast room, the school resource room etc. A presentation based on the school's journey through rehabilitation was also given by Ms. Shahnaz. Shahzad Roy later briefed the GPE-BEP team regarding the challenges faced in rehabilitating the school and also the vision of Zindagi Trust in revolutionizing the way education is delivered to children. A demonstration of the innovative teaching and learning materials was also given. After the visit a session was held by the seasoned educationist Ms. Shahnaz Wazir Ali and Secretary Sindh Mr. FazlUllah Pechuho, where they gave a presentation on how Sindh was implementing their project and what challenges they were facing. Questions were asked by the team related to the ground realities and how to tackle them. Mr Fazl Ullah and Ms Shahnaz answered the questions and guided the team on how to implement the project activities with the problems they personally faced in Sindh. They helped the M&E team to visit the DG M&E Office the next day.

The third day, M&E team visited the Directorate General Monitoring & Evaluation, Education and Literacy Department Government of Sindh. The team met with Mr. Akram Ali Khwaja (Additional Secretary – Schools III- Education & Literacy Department), who is also leading the Directorate General Monitoring & Evaluation wing of the Education Department. A detailed discussion commenced with Mr. Akram regarding the M&E initiatives taken by the Government of Sindh. A detailed demonstration of the Android App was given to the M&E team. The teacher registration process was also explained thoroughly. The sessions were of great importance to the M&E as the aforementioned tasks are planned for GPE-BEP. DD IT Data Center, Mr. Saindad Tunio, briefed Manager M&E and MIS Officer regarding the architecture of

the server room and its functionality. Mr. Saindad also guided the team on the steps to ensure a smooth roll out of a similar mechanism in Balochistan and the third day for other sections was designated to share their annual work plans. The idea was to bring the entire team on the same page. Work plans were shared by the multiple sections specifically Education section, M&E, HR and Admin among others. The project director explained the vision for BEP's future and how each of the sections will help achieve them.

B. EDUCATION SECTION

During the quarter Education Unit performed following activities to achieve the project targets on time:

1) Establishment of New Schools:

Physical verification of 499 sites for the establishment of new schools was completed. After the physical verification of sites, all the data was compiled and analyzed and 213 school sites were finalized for establishment.

2) Teacher Recruitment for new schools:

An advertisement was published for recruitment of teachers for the new schools. All applications were collected through DFPs. After data entry and scrutiny, orientation of potential teachers was conducted through TRMF. Data of the selected teachers was compiled and shared with NTS to conduct a test.

3) Approvals from Secretary Education:

The following were approved from Secretary Education:

- i) Recruitment of Teachers under GPE-BEP (**Annexure 1**)
- ii) Establishment of Primary Schools (Gender Free) under GPE-BEP Project. (**Annexure 2**)
- iii) Enrollment Campaign – Support by GPE-BEP (**Annexure 3**)
- iv) Second Round of Third Party Validation in 18 Districts (Deficient). (**Annexure 4**)
- v) Notification of new DFPs (replacement of DFPs) (**Annexure 5**)

4) Finalization of ToRs:

ToRs were finalized for Teacher Training Firm, teacher testing firm and Teacher recruitment and management firm.

Other activities conducted during this quarter:

- ✓ Handing over of PGEB schools to Education Department, Govt. of Balochistan
- ✓ Regularization of JV teachers working under PGEB
- ✓ Finalization and costing of Teaching Learning Material (TLM) and furniture for schools
- ✓ Regular receiving and data entry of new applications for establishment of Schools
- ✓ Regular coordination with DFPs and meetings with District education Authorities
- ✓ Handing over PGEB laptops to new DFPs
- ✓ Regular coordination with text book board
- ✓ Development and submission of Annual and monthly work plan.

Coordination meetings by PD & ES:

- Commissioner Sibi
- Commissioner Naseerabad

C. MONITORING & EVALUATION (M&E) SECTION

1. FINALIZATION OF M&E FRAMEWORK & DEVELOPMENT OF REPORTING TOOLS:

M&E framework was finalized during the quarter Jan to Mar and relevant tools related to collecting the quantitative data were developed and finalized with consent of all sections. The next step will be working on the entity relationship diagram to create the database. Based on this the relevant software will be developed. The software will be automatically generating reports on all the desired indicators of the results frame work.

2. ANNUAL WORK PLAN/MONTHLY WORK PLAN TRACKING MECHANISM:

Under close guidance of the Project Director, the section is recording all the PMU sections progress updates on their respective monthly work plans on fortnightly and monthly basis giving feedback on the variances occurred. The mechanism will ensure the timely achievement of the activities.

3. HIRING OF DISTRICT MONITORING ASSOCIATES & COORDINATORS

District monitoring associates and coordinators were hired under the RTSMS. One coordinator and multiple associates were shortlisted to appear in tests. Tests were conducted in different districts of Balochistan to facilitate the candidates. GPE teams were sent on field to help conduct the test and interviews. 16/20 District Monitoring Coordinators and 81/107 Monitoring Associates have been hired so far. Assistant Manager EMIS/M&E, Assistant District Monitoring Coordinator Quetta, Program Associate and a Program Assistant have also been hired and performing their duty at PMC/PPIU.

4. SOCIAL MEDIA AND COMMUNICATION ACTIVITIES FOR GPE PROJECT:

In order to create a culture conducive for project activities in the province it is imperative to design activities that will promote a culture for education. For this a detailed Media and Communication strategy for the project. This quarter a school plantation week was held, where trees were planted in different schools.



World water day was celebrated through a webinar of local students with students from Bulgaria. An environmentalist from IUCN delivered a lecture as well.

D. FINANCE SECTION

During the quarter Jan to March 2016 the following activities:

1. Change of Signatories of Local Currency Assignment Account AP-136 in which MFM PGEP was replaced by MFM GPE-BEP during the quarter Jan to Mar 2016.
2. Revalidation and Reauthorization of our AP-136 (local currency assignment account).
3. As per the agreement between GoP and EU, a separate account was to be opened for EU funding which was an addition to GPE funding. Process was initiated for Opening of Assignment Account for EU funds.
4. Obtained final reconciliation of AP-136 with AG Office from November 2015 to March 2016.
5. All the foreign funded projects are required to get connected to the National Financial Management Information System (NFMIS) of the government. In this regard a meeting was held with FABS component of CGA to obtain SAP connection.
6. Submitted FMM for NOL to World Bank.
7. TORS of Internal Audit prepared and sent to World Bank for NOL.
8. Obtained NOL of Financial Information System of GPE-BEP.
9. Started the process for approval of Mobilization Allowance to be paid to DFPs.
10. Conducted Departmental Accounts Committee (DAC) of PGEB`s Accounts with DG Audit Balochistan.

E. PROCUREMENT SECTION

Procurement section details are as follows:

S. No	Procurement Type	Contract Description	Contract Value	Procurement Method	Status as Per Procurement Plan
Individual Consultants					
1	IC	Activity 4: Hiring of Development Infrastructure Specialist Evaluation of CV	90,000 US\$	IC	In process
	IC	Activity5: Hiring of Contract Administration Officer	93,000 PKRS	IC	Completed
2	IC	Activity 6: Hiring of Procurement Officer	93,000	IC	Completed

			PKRS		
3	IC	Activity 7: Hiring of Consultant for Drawing & Designs for New Schools	4,920,000 PKRS	IC	Contract extension is required at this stage. The contract has been ended on 19 th April, 2016
		Negotiate preparation			
		Draft of contract			
		Contract signing			
4	IC	Activity 9: Hiring of Development infrastructure Manager	90,000 US\$	IC	In process
		Preparation of TORS/Cost estimate			
		Bank NOL of TOR's			
		Job Advertisement in Newspaper			
		CV invited			
		Evaluation of CV			
5	IC	Activity 10: Hiring of Legal Officer	40,000 US\$	IC	In process
		Job Advertisement in Newspaper			
		CV's invited			
5	IC	Activity 12: Hiring of Education Coordinator	50,000 US\$	IC	In process
		Advertisement in Newspaper			
		CV's invited			
Consulting Firms					
1	Consultant Services	Activity 5: Hiring of Social Mobilization Implementing Partner Firm -Region 1	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			

2	Consultant Services	Activity 6: Hiring of Social Mobilization Implementing Partner Firm -Region 2	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
3	Consultant Services	Activity 7: Hiring of Social Mobilization Implementing Partner Firm -Region 3	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
4	Consultant Services	Activity 8: Hiring of Social Mobilization Implementing Partner Firm -Region 4	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
5	Consultant Services	Activity 9: Hiring of Social Mobilization Implementing Partner Firm -Region 5	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			

		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
6	Consultant Services	Activity 10: Hiring of Social Mobilization Implementing Partner Firm -Region 6	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
7	Consultant Services	Activity 11: Hiring of Social Mobilization Implementing Partner Firm -Region 7	300,000 US\$	QCBS	In process
		Shortlisting of Firms			
		Bank no Objection on shortlist firms			
		Preparation of RFP's			
		Bank NOL to RFP's			
		Issuance of RFP to the shortlisted firms			
8	Consultant Services	Activity 12: Hiring of Third Party Validation firm (Physical Upgradation)	1,537,800 PKRS	CQS	Complete
		Issuance of RFP to short list firms			
		Receipt of technical and financial firms			
		Negotiation/Preparation of Draft of contract			
9	Consultant Services	Activity 13: Hiring of Teacher Recruitment Management Firm	4,592,575 PKRS	CQS	Complete
		NOL from Bank on TOR and EOI			
		Receipt of interest from firm			

		Preparation of short list			
		Preparation of RFP			
		Issuance of RFP			
		Negotiations/ Preparation of Draft Contract			
		Contract Signing			
10	Consultant Services	Activity 14: Hiring of firm for Teacher Testing Services			
		Bank NOL on TOR and EOI			
		Receipt interests from firms			
		Preparation of short list of firms			
		Preparation of RFP			
		Issuance of RFP to the short listed firms	@850 PKRS per candidate	CQS	Complete
		Receipt of technical and financial proposal			
		Contract Signing			
11	Consultant Services	Activity 15: Hiring of TPV firm (Physical Validation of applications for new Primary Schools.			
		Preparation of TOR, Cost estimate	59,761 US\$	CQS	In process
		NOL from Bank			
		Advertisement for EOI in National Newspaper			
		Receipt of interest for form			
Goods					
2	Goods	Activity 1: Procurement of PMU Vehicles			
		Bid/RFQ submission and opening date	1,157,000 PKRS	National Shopping	In process
		Completion evaluation recommendations			
		Bank NOL to evaluation and contract award			
3	Goods	Activity 2: Procurement of Furniture for	5,178,700	National	Complete

		PMU & Field(DFPs) Offices	PKRS	Shopping	
		Advertisement of Invitation of bids / RFQ			
		RFQ Submission and opening date			
		Completion of evaluation recommendation			
		Award of contract and completion of contract			
4	Goods	Activity 3: Procurement of IT Equipment for PMU & Field(DFPs)Offices	4,997,600 PKRS	National Shopping	Complete
		Advertisement of Invitation of bids / RFQ			
		RFQ Submission and opening date			
		Completion of evaluation recommendation			
		Award of contract			
		Completion of contract			
5	Goods	Activity 4: Procurement of Office Equipment for PMU & DFPs Offices	4,627,350 PKRS	National Shopping	Complete
		Advertisement of Invitation of bids / RFQ			
		RFQ Submission and opening date			
		Completion of evaluation recommendation			
		Award of contract			
		Completion of contract			
6	Goods	Activity 6: Procurement of School Bag Kit (Enrollment)	4,189,500 PKRS	National Shopping	Partial Delivery has been done In process
		Preparation of RFQ			
		Advertisement of Invitation of bids / RFQ			
		RFQ Submission and opening date			
		Completion of evaluation recommendation			
		Award of contract			
7.	Goods	Activity 10: Procurement of Microsoft 365			Cancelled
		All processes completed			

Operational Costs					
1	Operational	Development of GPE official Website	149,000 PKRS	Shopping	In Process
2	Operational	Hiring of Fuel Station Services for vehicles	-	Shopping	Complete
3	Operational	Purchase of Inventory Management System	229,300 PKRS	Shopping	In process
4	Operational	Security Installations		Shopping	In process

F. DEVELOPMENT/INFRASTRUCTURE

Infrastructure/Development Section QPR		
S.No.	Main Objective Jan To Mar 2016	Status
1	Minimum Standards of Primary, Middle and High schools are developed and approved from Project Director	Completed –Can be found in Annexure 5.
2	Preparation of revised ToRs of DS & QA as the Revised EIO was floated in newspapers	Completed – Can be found in Annexure 6.
3	Preparing and developing design consideration of school design which were included in revised TORs of DS&QA	Completed
4	Preparation of revised outlines of TORs of DS & QA Firm for uploading on website	Completed
5	Check list and Evaluation criteria for assessing the capacity of (firms) DS&QA firm is developed	Completed
6	Payment orders of some contractors of PGEB project were remaining with PMU, A field visit was conducted to decide whether to release or forfeit the PO	2 PO pending for the completion certificate from DEO

7	Packages for Different regions and Districts are prepared keeping in view the appropriate amount and geographical coverage	Yet to be completed
8	Individual consultant prepared Designs for primary Middle and high school these designs were reviewed and checked	Completed
9	Revised AWP was prepared keeping in view the delays in hiring of DS&QA firms and establishment of schools	Completed
10	Finalized the repair of office buildings	Completed
11	Working on Designs and PC1 of EU Project	Completed

II. ANNEXURE

1. RECRUITMENT OF TEACHERS UNDER GPE-BEP



No. GPE-BEP/Education (1093)
Global Partnership for Education-BEP (PMU)
Education Department
Dated: 22 Feb 2016

NOTE TO SECRETARY EDUCATION

Subject: Recruitment of Teachers under GPE-BEP

Under the GPE-BEP program, 1450 JVT teachers will be hired in 725 schools during the project life. For the first phase of teachers hiring, applications have been called by potential candidates for 213 proposed sites through newspaper advertisement dated 21 Jan 2016 and the last date of submission of application is relaxed till 18th of February due to the less number of application received to PMU within the due date of 4/02/2016.

2. Following is the tentative schedule for teachers hiring:

Activity	Date
Last date of application submission	18 /02/2016
Conduct two day orientation Training regarding the test methodology and syllabus for potential candidate at district level Responsibility-PIITE, Bureau of Curriculum, PMU	5-6/03/2016
Conduct test at 10 clusters Responsibility-NTS, PMU, District Education Authority	13/03/2016
Announcement of test results and merit list by District Recruitment Committee (DRC)	22/03/2016
Registration of Grievances (CRC)	03/03/2016
Verification of document of selected candidates	31/03/2016
Award of contract	11/04/2016

3. **Teachers recruitment policy for the hiring of JVT under GPE;**

- I. All the post will be advertised in the local news papers
- II. Only those candidates can apply who belongs to the same village/settlement/UC

- III. Only female candidates can apply, in case of unavailability of the female candidate male candidate can be encouraged to apply
- IV. The candidates from the same village will be given preference over rest of candidates from the surrounding settlements.
- V. For fresh and in service candidates minimum age limit has been fixed 18 years and maximum age limit is 30 years across the board in addition to that general ten years upper age relaxation currently granted by Chief Minister Balochistan.
- VI. Minimum Qualification will be FA/F.Sc with PTC, however Matriculate will be entertained subject to the condition that the candidate will improve his/her qualification to FA/F.Sc within two years.
- VII. All the posts will be non-transferable whatsoever in any case.
- VIII. A Recruitment committees composed of the following members;

i.	Deputy Commissioner Concerned	Chairman
ii.	District Education Officer Concerned	Member
iii.	District Account Officer. FD, Concerned	Member
iv.	District Officer Education (Male) concerned	Member
v.	District Officer Education (female) concerned	Member

- b) Appointing Authority /approving authority

Secretary Education

- c) Issuing Authority

District Education Officer concerned on the basis of approval granted by the Secretary Education.

TORs of the District Recruitment Committee (CRC):

- i. The committee is responsible for the smooth and transparent conduct of recruitment process under the service rules of post.
- ii. After completion of the process the list of recommended candidates along with evaluation sheets duly filled for each candidate and minute of the recruitment shall be furnished to competent authority for approval.

COMPLAINT REDRESSAL CELL AT DIVISIONAL LEVEL:

A Complaint Redressal cell at divisional level to redress genuine complaints is also constituted with following composition:

- | | |
|--|----------|
| i. Divisional Commissioner | Chairman |
| ii. Divisional Director of Education | Member |
| iii. Principals of the College for male
and female at divisional HQ | Members |

The above complaint cell is bound to dispose of the complaints within 30 days of a decision of the recruitment committee. The process of the recruitment will not be stopped at any stage just because of the complaint pending directions from the committee.

Note: if any candidate feels aggrieved from the decision of the above recruitment committees may refer an appeal to the judicial court of competent jurisdiction.

IX. The Recruitment of teachers will be conducted through third party firm. For the purpose Test will be conducted for the recruitment at divisional headquarter/district level.

X. WEIGHTAGE FORMULA

a. Academic Qualification Max Points =20%

Qualification	Marks Weightage
Matric	60%
F/A/F.Sc	80%
B.A/B.Sc.	90%
M.A/M.Sc.	100%

(Preference will be given to science subject qualification)

b. Professional Qualification Max=10%

Professional Qualification	Marks Weightage
CT/PTC	60%
ADE	70%
B.Ed	90%
M.Ed	100%

c. Written TEST Max=70% (90% content and 10% Pedagogy)

4. The recruitment of teachers against 213 sites will be carried out by third party testing service i.e. NTS as per schedule above. Necessary approval for recruitment process as per recruitment policy is solicited please.

PROJECT DIRECTOR GPE-BEP

ADDITIONAL SECRETARY (DEV)

Recruitment policy & weightage formula are similar to those followed by Department during recent recruitments based on NTS Tests. May be endorsed.

SECRETARY EDUCATION

23/02

Recruitment Policy of the Government shall be followed in letter & spirit. As envisaged in the agreement. Recruitment will remain on contract.

Instead of village, a very small unit is difficult to dominate in certain areas, therefore U/C is more advisable - as per policy.

24/02
POT, GPE
ASD

2. ESTABLISHMENT OF PRIMARY SCHOOLS



Global Partnership for Education-BEP (PMU)
Secondary Education Department
Dated: 08th Oct 2015

NOTE FOR SECRETARY SECONDARY EDUCATION

Subject: Establishment of New Mixed Gender Schools and Up-Gradation of Schools Under GPE BEP Project.

Global Partnership for Education - Balochistan Education Project (GPE-BEP), is being implemented by Secondary Education Department (SED) Government of Balochistan in partnership with the World Bank. Under this Project, the Secondary Education Department aims to establish 2000 new Primary (mixed gender) Schools through community support and to upgrade 60 schools for up-gradation (50 primary to middle and 10 middle to Secondary level).

Component I (a) Establishment of new mixed Gender Primary Schools:

2. For establishment of new primary (mixed gender) Schools, the applications are sought by communities through advertisement in National Newspaper. The criteria for establishment of 2000 gender free primary schools is as below;

- i. Availability of minimum 20 out of school children (aged 05-09) in a locality/village.
- ii. Non-availability of school (public, private, community) in a 1.5/2 kilometer radius.
- iii. Availability of two rooms by the community, for establishment of school.
- iv. Or any abandoned government building.
- v. Donation of 01 Acre land. In case of non availability, minimum land 20,000 sq ft for Rural and 10,000 sq ft for urban area.
- vi. Availability of female teacher with F.A / FSC and professional qualification, from same locality.

3. Subsequently, a number of 2700 applications received from Communities through DEOs and compiled by PMU. It was decided to get it verified through Third Party Validation (TPV) by UNICEF. UNICEF got its physical verification through IDO, a local NGO and submitted its report on 18th August 2015. The report was also shared and presented in a meeting with World Bank Mission, PD GPE, chaired by Secretary Secondary Education held on 19th August 2015, wherein it was decided that against the target of 500 schools under GPE to be established in year 2015-16, a number of 15 schools would be established in each district throughout the province, based on the criteria of enrolment, distance from nearest school, teacher availability, availability of 02 rooms by the community. It was further decided to write to respective MPAs and Deputy Commissioner of respective districts to mobilize communities, where the districts received less number of applications. The remaining 35 school sites out of 500 sites, will be selected on weightage formula applied to remaining number of schools in TPV report.

4. It was decided that PMU will develop a weightage criteria based on the criteria above. The Education team of PMU carried out analysis of TPV report, which stated that the validation result determines that a number of 499 applications meeting all four criteria and 459 applications meeting three

criteria. The PMU, further undertook desk analysis of the TPV report to which a weight-age formula was applied to filter the list for further accuracy in selection of schools, as below

Weightage Formula:

1. Enrollment	40%
2. Distance	40%
3. Teacher	10%
4. Building (1 Room=5% & 2 Rooms=10%)	10%

In view of the above, PMU has examined TPV report and after application of weightage formula, a number of eligible schools against 31 districts is identified and submitted for approval(Annexure I).

Component I (b) UP-GRADATION of PRIMARY to MIDDLE LEVEL:

5. Under the project, a number of 60 schools will be upgraded (50 Primary to Middle schools and 10 Middle to High Schools). For Financial Year 2015-16, a number of 13 schools will be upgraded to Middle Schools and 02 schools will be upgraded to High school, while the target was enhanced for this year up to 31 Middle schools for each district and 06 High Schools for each division, based on criteria agreed and its physical verification. It was decided that the school will be developed as Whole School Package, with intervention by UNICEF, SED, PRP and GPE.

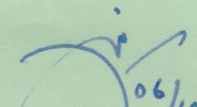
The basic criteria for up-gradation of Primary to Middle School, as notified by Secondary Education Department, is as below;

- i. Identification of schools for up-gradation through survey and mapping of schools.
- ii. The Strength of students' class 5th should not be less than 40 to introduce class 6th for Up-gradation.
- iii. Availability of 03 feeder primary schools in the vicinity.
- iv. Priority would be given to those primary schools having high enrollment and have no access to middle level due to long distance.
- v. The schools for up-gradation must be a girls school.
- vi. There should be enough space for construction of 3 additional classrooms and two toilets in the focused primary schools to be up-graded.

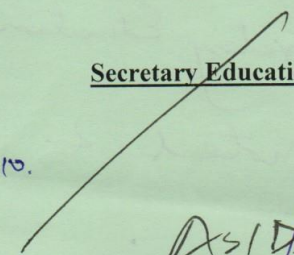
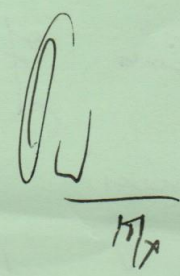
UP-GRADATION of MIDDLE SCHOOL to HIGH/HIGHER SECONDARY LEVEL:

6. The basic criteria for up-gradation of Primary to Middle School, as notified by Secondary Education Department, is as below;
- i. Identification of schools for up-gradation through survey and mapping of schools.
 - ii. The Strength of students' class 8th should not be less than 40 to introduce class 9th for Up-gradation.
 - iii. Availability of 2 feeder Middle schools in the vicinity.

- vi. There should be enough space for construction of 7 additional rooms and two toilets in the focused Middle schools to be up-graded.
- 7. PMU requested DEOs through Directorate of Schools for identification of primary and middle schools meeting basic criteria for up-gradation. However, no report has been submitted by DEOs as yet. Simultaneously, list of eligible primary and middle girl schools meeting basic criteria was sought from EMIS cell. UNICEF is requested for physical verification of schools shortlisted initially after application of additional criteria with maximum number of enrolment, being evaluated with distance from nearest Middle and High schools through GPS coordinates, feeder schools within 03-5 kms, Centrally located as Cluster Hub, with availability of land, and availability of space for building expansion. UNICEF has agreed to give timeline of 30th October for submission of report.
- 8. The criteria and mechanism for selection of schools for up-gradation to middle and high/higher secondary level, in addition to approved criteria, is submitted to Secondary Education Department for approval.
- 9. Para 05/n, read with Para 06, 08 and 09/n for approval please.

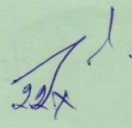
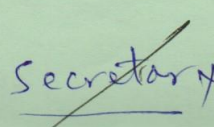

 Project Director ^{06/10/2015}
 GPE-BEP Project, PMU

Secretary Education

10.  

11. Proposals are endorsed in principle.
 It seems an ambitious plan within a limited timeline.

12. The earlier we proceed the better.

~~Secretary~~   Yes no space for delay, enough

3. ENROLLMENT CAMPAIGN – SUPPORT BY GPE-BEP



No. GPE-BEP/Education (1092)
 Global Partnership for Education-BEP (PMU)
 Education Department
 Dated: 22 Feb 2016

NOTE FOR SECRETARY EDUCATION

Subject: Enrollment Campaign – Support by GPE-BEP

PMU-GPE is assigned the responsibility to support enrollment campaign-2016 in winter districts;

2. In the first phase, the following items will be provided in the winter zone districts to attract children for enrolment in school;

School Enrollment Campaign (3 Districts Costing)				
S. No	Description	Unit Cost in PKR (Estimated)	Quantity	Total
1	School Bag	450	3000	1,350,000
2	Geometry Box (Scale, Eraser, Pencil, Sharpener, 6 Color Pencils Small Size)	200	3000	600,000
3	Drawing ^{& writing} note book	150	3000	450,000
4	Shoes with socks	850	3000	2,550,000
	Total	1650		4,950,000

3. In summer zone districts, the items of enrollment campaign-2016 will be provided in the month of August-2016. Necessary approval for Items and conduction of enrolment campaign is solicited please.

PROJECT DIRECTOR GPE-BEP

4. ADDITIONAL SECRETARY (DEV)

SECRETARY EDUCATION

no copy if required.

23/2

24/2
PD, GPE
ASID
P.T.O.

1) When are we going to receive the above items? Plan of distribution as it was planned to target the most deserving students in summer.
2) Shoes with socks be converted into bags of uniform.

7. Pl. process for procurement as per approval @ para 05/iv & WB NSL.

24/2/2016

8. Procurement/Education Specialists

Designation	List Codes (FSC - Quantities)	Quantity	Total
1. School Bus	450	2000	900,000
2. Teacher Training	200	2000	400,000
3. Education	150	2000	300,000
4. School	100	2000	200,000
5. Bus	100	2000	200,000

ADDITIONAL SECRETARY (E)

MINISTRY OF EDUCATION

Dear Sir, we are going to receive the above items from the Ministry of Education in the next planned budget. The next drawing contracts will show the items listed above for the budget. Best regards,

4. SECOND ROUND OF THIRD PARTY VALIDATION IN 18 DISTRICTS



No. GPE-BEP/Education (4094)
Global Partnership for Education-BEP (PMU)
Education Department
Dated: 22 Feb 2016

CONTINUATION NOTE FOR SECRETARY EDUCATION

Subject: Second Round of Third Party Validation in 18 Districts (Deficient).

Global Partnership for Education - Balochistan Education Project (GPE-BEP) aims to establish 725 new Primary (gender free) Schools through community support and upgrade 120 schools (95 Primary to middle and 25 middle to higher Secondary levels). To establish new primary gender free schools, a number of 2700 applications received from communities through EDOs till July 2014 as compiled by PMU and 213 sites were selected after a process of TPV by UNICEF and physical verification by PMU.

2. GPE-BEP did not receive sufficient number of application for the establishment of new schools from eighteen districts (detailed as under) therefore, we could meet the target of establishing minimum 15 schools at each district out of total 725 target.

3. PMU has not stopped the receiving of application for establishment of new school since the first round of TPV and till date 1144 new applications have been received by PMU from 31 districts.

4. To achieve the target of first year PMU has suggested to conduct second round of third party validation of 700 sites in 18 district with deficient number of approved school sites. Details are as under;

S.No	Districts	# of site approved in first phase	# Sites to be validated in Second Phase
1	Quetta	0	18
2	Killa Abdullah	3	47
3	Pishin	5	20
4	Awaran	0	80
5	Ziarat	3	42
6	Zhob	5	20
7	Sherani	4	40
8	Harnai	0	70
9	Kohlu	4	30

10	Musakhail	0	80
11	Loralai	6	10
12	Kachi	5	20
13	Sibi	0	46
14	Jhal Magsi	4	30
15	Sohbat Pur	5	20
16	Dera Bugti	0	47
17	Chaghi	6	10
18	Panjur	1	70
Total		51	700

5. Necessary approval for second round TPV against 700 sites from eighteen districts is solicited please.

22/2/2016

PROJECT DIRECTOR GPE-BEP

~~ADDITIONAL SECRETARY (DEV)~~

Proposal is endorsed.

23/02

~~SECRETARY EDUCATION~~

Go ahead.

ASID

23/02

24/02

PA. GPE

5. NOTIFICATION OF NEW DFPS



Dated Quetta, the 24th March 2016

DIRECTORATE OF EDUCATION (SCHOOLS) BALOCHISTAN, QUETTA

NOTIFICATION

No. 835-04/M&E. Vide Notification No-E-SO/(D)/3-69/2015/ 2526-32 dated 9th October 2015, from Secretary, Secondary Education Department Government of Balochistan Quetta the following officers have been nominated as District Focal Person (DFP) for Global Partnership for Education (GPE) project to be placed in 31 districts. Furthermore, the DFP transferred to another district or could not perform due to load of work, therefore the new DFP for Districts, Killa-Saifullah, Kachi, Naseerabad, Barkhan are mentioned below with immediate effect till further orders.

S.NO	Name of Officer.	District Focal Person	Reason
1	Mr. Mohammad Din. DDOE B-18	District Naseerabad	Retirement
2	Miss. Umm-e Sulait . DOE (F) B-18	District Kachi	Transferred
3	Mr. Nazar Buzdar . DEO B-19	District Barkhan	Suspended by Education
4	Mr. Akhtar Kehtran . DEO B-19	District Killa-Saifullah	Not willing due to load of work

The undersigned is pleased to notify the following Government Officers/ Officials as District Focal Persons of District mentioned against each instead of previous District Focal Person on the following reasons.

S.NO	Name of Officer.	District Focal Person	Recommended by
1	Mr Sadiq DDO- 17	District Naseerabad	Recommended by Director Education, DEO/EO, PMU.
2	Mr. Abdul Hameed (DOE)	District Kachi	Recommended by DEO/DFP Directorate .
3	Mr. Mohammad Akram – 18 (Acting DOE)	District Barkhan	Recommended by -PMU
4	Miss. Zakia Ali DEO (F)	District Killa-Saifullah	Recommended by DEO, Killa Saifullah.

[Signature]
24-3-16
DIRECTOR OF EDUCATION (S)
BALOCHISTAN QUETTA.

Copy for information to:

1. The Secretary, Education Department Government of Balochistan, Quetta.
2. The Project Director, GPE-BEP, PMU
3. The Provincial Focal Person GPE (Directorate).

The District Education Officer Naseerabad, Kachi, Barkhan, Killa-Saifullah

6. MINIMUM STANDARDS OF PRIMARY, MIDDLE AND HIGH SCHOOLS

Primary to Middle with 2rooms size (16'x18')
2 Rooms (16' x 18')
1 ECE center(22'x 18')
Corridor /Stairs area lump sum
Boundary Wall 400 rft @2000 Per Running feet
Repair of old rooms (Lump sum)
Toilets 4 no's (4'x5') including soakage pit septic tank and water connection (lump sum)
Multipurpose flooring Playground
Multipurpose Hall(22'x36')
water source/connections
Middle to High with 3rooms size (16x18)
3 rooms (16'x 18')
1 ECE(18'x22)
staff room with attach bath(18'x22')
Science room (24'x30') @ 2200 per Square feet
Resource center(I.T Lab, Library) (30'x20')
Corridor /Stairs area lump sum
Toilets 6 no's (4'x5') including soakage pit septic tank
Boundary Wall 600 rft
flooring of Play area (lump sum)
Repair of old rooms (Lump sum)
Multipurpose Hall (40'x 30') @ 2200 per sft
water source/connection
Primary School 1 room(16'x18') and 1 ECE(18'x22')
2 class room(1 ECE+ 1 classroom)
2 toilets
Boundary wall
water connection

HIRING OF DESIGN, SUPERVISION & QUALITY ASSURANCE (DS&QA) CONSULTANCY FIRMS

For

Engineering Design & Supervision for up-gradation of Schools and Provision of Primary Schools.

Brief Introduction:

The Government of Islamic Republic of Pakistan, represented by Government of Balochistan has received a grant from Global Partnership for Education through World Bank towards the cost of **GLOBAL PARTNERSHIP FOR EDUCATION - BALOCHISTAN EDUCATION PROJECT (GPE-BEP)**, and intends to apply part of the funds to cover eligible payments for hiring services of qualified Engineering Design Supervision and Quality Assurance/Quality Control Firm/ Consultants.

Project description: Three major components of the Project for all regions are as under:

Component A – Provision of Building of primary schools for newly established Primary Schools.

The list of 725 Primary schools will be finalized based on the established criteria. The communities around the new school facilities will be organized as Parent Teacher School Management Committees (PTSMCs) to ensure local support for effective implementation and school improvements.

Component B - Up-gradation of Primary to Middle and Middle to High level schools.

95 Primary schools will be up-graded to Middle and 25 Middle schools to High school level under the project.

Component C – Functionalization and up-gradation of schools.

Under this component 1000 primary classrooms will be functionalized and 100 middle schools will be upgraded in the targeted schools of districts of Baluchistan.

Objectives:

Based on pre-defined criteria, new schools are to be established with available land. For this purpose, the Education Department through the Project Management Unit (PMU) of GPE-BEP requires the professional services of qualified Engineering Consultancy Firm for designing, supervision and Quality Assurance of construction of school building and primary schools in schools and assessment of the assigned schools for functionalization in Balochistan. It should be noted that given the high visibility of this project, PMU expects highly dedicated firms, having vast experience, knowledge, skill, environment to carry out this assignment.

Following are the specific responsibilities to meet the objectives:

1. Composing high quality of engineering designs, specification, bidding documents complying World Bank Guidelines, for school construction and to ensure that all works are carried out as per the industry standards acceptable to PMU.
2. Supporting PMU in procurement of civil, electrical and mechanical works as co-opted technical adviser.
3. Construction supervision, round the working hours, of all the above said work till completion of the project. The firm will ensure that the quality of work is properly maintained and construction material used by the civil contractors is according to the agreed specifications and follows agreed schedule of implementation.
4. The firm will verify the listed schools after physical verification of site and confirmation of availability of land teachers and students.
5. Assessment of the assigned primary and middle schools for making the cost and work estimates for functionalization of primary classrooms and up gradation of the middle schools.
6. Strong regular coordination with SMIPs, DFPs and Monitoring Associates for assuring the quality of the works going on the field.
7. Active participation in the review meetings (weekly/fortnightly/monthly/quarterly or as PMU schedules) called for progress updates and issues sharing.
8. Appoint a dedicated team member to ensure implementation of ESMP submitting the ESMP forms/checklists to PMU reported by the field engineers.
9. Strong coordination and support to SMIPs in land mutation processes during construction and establishment of the schools.
10. Regular reporting of progress-at-site through creation and maintenance of an online monitoring database.
11. Composition of drawing and design for primary schools for different districts within budgeted amount.
12. Structural validation, with fitness report, of the assigned schools for functionalization and upgradation with all associated facilities.

Geographical Coverage

Region 1. Quetta, Pishin, Qilla Abdullah, Mastung, Kalat, Khuzdar, Awaran and Lasbella

Region 2. Bolan, Sibi, Jaffarabad, Naseerabad, Jhal Magsi, Sohbatpur, Dera Bugti ,

Region 3. Ziarat, Harnai, Loralai, Barkan, Musakhail, Kohlu, Zhob, Sherani and Qilla Saifullah

Region 4. Panjgur, Kech, Gawadar, Washuk, Kharan, Nushki and Chaghi

Scope of Work:

The work includes designing, supervision and quality assurance & procurement support for construction of buildings (Up-gradation of schools) i.e. 25 schools from middle to High and 95 schools from Primary to Middle across province and provision/construction of 725 Primary Schools for new primary schools in Balochistan with implementing partners having specific number of schools assigned to each region and district, as notified by SED. Scope of works also includes functionalization of 1000 Class rooms in 300 schools and upgradation of 100 schools from Primary to Middle level in different Districts of Balochistan which will be finalized after due verification. The consultancy will be on lump sum basis Contract.

Part-A Topographic survey:

To conduct topographic Survey including GPS coordinates and site verification addressing adverse environmental and social impact with elevation and demarcation thereof. Availability of surface as well as groundwater should also be mapped so that it can help identify locations for new schools' construction. This feature can also serve as an important factor for schools selected for up gradations, or for adoption of abandoned government buildings and provision of Building of primary schools, all of which will be identified at the contract signing stage. The DS&QA

firm will verify the school sites i.e. the up-gradation and provision of Primary Schools. The DS&QA firm will use the Education Department's data for verification.

Part-B Sub-Soil Investigation:

1. Sub-soil investigation and laboratory tests to be carried out for the Scheme including specifications.
2. Supervise sub-soil investigation work.
3. Submit sub-soil investigation report giving details about bore logs, test pits, test results and regarding safe bearing capacities for foundation, termite and sulphate, design parameters for other works.
4. Preserve sub soil log and display the same in the appropriate scale on permanent basis.

Part-C Preliminary Design & Planning

Preparation of layout plan and preliminary architectural designs/drawings. The design should be economical and sound meeting Pakistan Engineering Council /Government of Balochistan Laws/ local bylaws, keeping abreast local and culturally suitable building designs.

Part-D Design of Infrastructural and Building Works

1. Preparation of Master Plan for each up gradation Schools (High School and Middle School) Development of Innovative model/design for Primary Schools Middle and High Schools.
2. To adopt and implement the designs developed by Design Consultant in consultation with PMU, as per actual measurement and details on site and make modification/adjustments as per sites.
3. Preparation of rough cost estimates and obtaining their technical sanction.
4. Preparation of detailed architectural and engineering design and drawings of building including toilets/latrines and location of drinking water facility, drafting details of different systems including gas supply, water supply sewerage system, and disposal works, electrical system, voice & data and networking etc. of the entire complex.
5. Prepare drawings and get these approved from relevant agencies.
6. The design of Primary schools should be innovative, locally apt, employing low cost locally available material, adherence to seismic conditions of particular region/area, vulnerability to natural disasters (Flood, Earthquake etc).
7. Weather proofing should be made a part of the building design (concrete may not always be the best option), especially in case of extreme temperature districts (such as Ziarat, Zhob, Pishin, Sibi, Kharan, Chaghi).
8. Energy efficiency must also be considered while designing the schools, with maximum provision of sunlight and fresh air in the classrooms.
9. Provision of Specific Design for Primary Schools and Middle/High school keeping in view geographical, seismic and other local contextual considerations, in consultation with PMU.
10. Any project related technical assistance i.e. design, engineering required.

Important Design Considerations

I. Accessibility

Design the spaces to meet the specific needs of challenged students, teachers, and administrative staff.

II. Aesthetics

The importance of the physical appearance of a public school should not be minimized. A school building that is attractive and responds to and is consistent with the design and context of the neighborhood builds a sense of pride and ownership among students, teachers, and the community. The exterior should complement the neighborhood and reflect the community's values. The interior should enhance the learning process.

Provide an interior environment that is visually comfortable and stimulating by integrating natural and artificial lighting, eliminating glare, and incorporating colors that stimulate, depending on the space function.

Design for uniform daylight throughout classrooms. Avoid direct-beam sunlight. Use a day lighting analysis tool to integrate lighting systems, controls, and materials that reflect or absorb light.

III. Cost-Effective

The Government of Balochistan has little incentive to factor in the long-term cost of a building when making decisions about its design and construction. However, to reduce the total cost of owning a building while ensuring its quality, it is necessary to balance the initial design and construction costs with the cost of lighting, heating, cooling, repairing, and otherwise operating and maintaining the facility.

Apply cost-effective principles in the planning, design, construction, and operation of school facilities. Consider the recyclability of materials. Specify materials and products that are easy to maintain (balance this with their impact on children's health and the environment and follow the ESMP of World Bank). Ensure that a proper waste management system is introduced not only for the construction phase but also for the school operational phase. Suggest trainings as per ESMP in discussions with the client and the Bank, for contractors, school staff and otherwise.

Use energy simulation and analysis tools to optimize energy performance (integrate daylighting systems, high-performance HVAC, energy-efficient building shell, and high-performance electric lighting)

IV. Functionality

Cluster classrooms around common areas. Connect spaces visually with colors and patterns, particularly for primary school children. Decentralize administrative spaces to encourage active leadership and maximize interaction with students.

To ensure flexibility and adaptability for changing programs and enrollments, allow classrooms to change with the activity and group size. This is particularly important in primary schools, where students typically stay in one room with one teacher throughout much of the day.

V. Secure / Safe

Providing safe schools should be a high priority. Maximize visual access to corridors and school grounds.

Increase occupants' sense of ownership and "territoriality" by providing comfortable, not institutional, rooms and by clearly defining the school boundaries. Control access to the building and grounds by individuals and vehicles. Use durable, non-toxic building materials. Accommodate safe egress from the building in case of emergency.

VI. Sustainability

Designing sustainable high performance green schools, use energy, water, and other resources efficiently. Integrate renewable energy strategies, including solar design, where appropriate. Integrate high-performance mechanical and lighting systems. Conserve and protect natural areas. Provide barriers that protect children and plants and wildlife. Incorporate materials and products derived from sustainable-yield processes and/or are manufactured locally. Provide opportunities for safe walking and bicycling to school. Consider Rainwater harvesting in the school.

VII. Water and sanitation

Suggest designs for toilets/latrines, keeping in mind availability of surface as well as groundwater. This factor may become the single most decisive factor for selecting locations for new school buildings. Proper water and sanitation that is hygienic. Water and sanitation be provided keeping in view ESMP.

Old buildings Preservation

All of the pros and cons of renovating an old school building should be weighed, such as structural integrity, Community access, Building orientation—solar access, Daylighting opportunities (i.e., large windows)

Other features that enhance or hinder visual/thermal/acoustic comfort and potential to upgrade for energy efficiency, water efficiency, safety and security, and technology

Aesthetics

Community landmark; historic significance, proximity to residential neighborhoods (potential for walking/bicycling to school)

Elementary schools should enhance the health and productivity of students, teachers, and staff.

Make daylighting a priority, especially in classrooms. Daylighting is the controlled admission of natural light into a space. Glare and hot spots can undermine the learning process. Studies show a positive correlation between daylighting and student performance.

Integrate daylighting with high-efficient electric lighting and controls to optimize visual comfort.

Use natural ventilation where possible. (This and daylighting also provides a connection to the outdoors.)

Ensure acoustical comfort. Poor classroom acoustics are more than merely annoying. If young children are unable to hear their teacher, they usually are unable to "fill in the blanks" as adults with life experience are able to do, and this can disrupt learning.

Ensure superior indoor air quality. Children typically are more sensitive to indoor air pollutants than adults and more likely to suffer ill effects such as allergies and asthma.

Ensure thermal comfort. "Right size" HVAC systems to keep humidity in the comfort zone. Give teachers control over the temperature of individual classrooms.

Connect the indoor environment to the outdoors by providing operable view windows in classrooms and easy access from classrooms to gardens and other outdoor areas that can be utilized in the curriculum.

The Building of primary schools be of low cost locally available material.

It should be such designed so that it can be adjusted with respect to wind direction and sun.

There should be cross ventilation and indoor air quality should be of good standard.

Earthquake resistance will be considered as per World Bank guidelines.

It should be such designed that locally available labor can make it.

It should preferably reflect the cultural values of the area.

It must be durable.

Its repair should be easy.

Room sizes should show flexibility for different activities.

Low cost water and sanitation will be provided.

Preferably the shelter should be secured from the movement of animals.

The design should be well responsive to the climate of the area

Part-E Bidding Documents and Procurement Facilitation

(i). Preparation of detailed tender documents including qualification and post qualification criteria for procurement of works contracts construction drawings, interior and furnishing works, technical specifications, Bill of Quantities and cost estimates on the basis of unit prices.

(ii). Prepare detailed drawings, specifications, and bills of quantities suitable for inclusion in the bidding documents for the works and facilities. The drawings and specifications will fully define the works and facilities and will include drawings at no lesser standard than as follows. Paper sizes, scales, and units used in the designs and drawings will be in accordance with ISO standards. At least 10 copies of the final sets of such drawings will be provided to the Client.

(iii). Provide assistance to the Client in procurement of works contracts as a co-opted technical advisor.

Part-F Services for Construction Supervision (Resident Supervision) in each district.

(i). The Consultant shall perform duties of “Engineer” as per Client’s agreement with the contractor(s) to supervise construction with the best professional and consulting standards to ensure that the buildings are constructed and missing facilities are provided satisfactorily.

(ii). The Consultant is expected to assign field personnel of professional caliber and in sufficient number as deemed necessary by him in consultation with the Client.

(iii). In carrying out the assignment, the Consultant shall undertake the following works:

Issue instructions to the contractor (s) and provide engineering supervision to the execution of works.

Ensure quality control through laboratory tests and other non-destructive tests at the expense of the contractor.

c) Make measurements of the work done as basis for running payments to the contractor. Detailed measurements of the works shall however be recorded jointly with the Contractor and get the same verified by the Engineer or his assignee as duplicate record and shall be attached with the Contractor’s bills.

d) Issue variation orders with approval of Client.

e) The Consultant shall check systematically the progress of work according to the construction schedule of the agreement and shall submit monthly progress report in the prescribed form to Client

pointing out the deficiencies and suggest remedial measures. The Consultant will be responsible for creating and maintaining an online monitoring database that will include school specific information regarding progress of school construction and provision of missing facilities (certified works etc) and any other project related data in the form of photographs, GPS coordinates with elevation etc

f) Review and approve “As Built” drawings prepared by the Contractor.

g) The Consultant shall from its own sources; establish a site office and meet the running/operational Expenses.

h). The Consultant shall certify the contractor’s running payments clearly indicating that the quality of work executed is according to the specifications, design, drawings, technically sanctioned estimate and contract agreement and make recommendations for payment to the contractor along with test reports. The Consultant shall further be responsible for quality and quantity of works.

i) The Consultant shall supervise the contractor in all matters concerning safety and care of the work and advise the Client on any problem arising in the construction work during its execution.

J). The Consultant shall certify that the construction material brought at site by the contractor(s) is in accordance with the specifications and is tested as per standard practices. The reports in respect of receipt and test of materials shall be submitted to client on weekly basis in the prescribed forms.

k). The Consultant shall carry out detailed final inspection of the work and shall recommend to the client for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.

l). One month prior to the expiry of completion period, the consultant shall carry out a detailed final inspection of the work and submit a report to the client pointing out the defects in the work, if any.

m) Consultant shall be responsible for getting all such defects rectified from the concerned contractor(s) and final payment of the contractor(s) shall be verified only after satisfactory removal of the defects.

n) The Client shall be at liberty to increase or decrease the quantum of work without assigning any reason.

o) Client’s authorized representative may regularly visit the sites for checking resident supervision of the consultant and the quality of work executed by the contractor and issue necessary instructions to the consultant or contractor(s) for proper execution of the work at site.

p) Environmental Guidelines: the firm will provide guidance and support implementation of agreed environment guidelines and frameworks under the project. The firm will be expected to be cognizant of the environmental guidelines as agreed with the World Bank in the project agreements and apply them at all stages of the construction and rehabilitation work.

Part-G Reporting Requirements/ Schedule of Activities

The consultant shall be required to complete the assignment as per following schedule:

Stage-I: Submission of Master plan/Design Proposal for Middle and High School (to be upgraded) along with Topographic Survey Report (with soil test) for all categories of schools i.e. Primary, Middle and High Schools within twenty (20) days of the effectiveness of contract.

Stage-II: Preparation of detailed structural and architectural designs duly supported by associated drawing within thirty (20) days after approval of the **Stage-I** documents.

Stage-III: Preparation of technical specification, drawings relevant bidding data including repackaging of the works activities in Procurement Plan to include cluster school within seven (07) days after approval of the **Stage-II** documents.

Stage-IV: Submission of Signed hard copies and soft copies of Monthly Progress Reports (designed in consultation with Infrastructure and M&E section of PMU) along with photographs and coordinates by 05th of every month as per details of format delineated in Section F above. Quarterly progress report in narrative form containing all site photographs shall also be submitted.

Consultant will provide quality assurance certificates and quality management plan against each site and will furnish sufficient evidences i.e. Measurement Book/IPC, Completion Certificate etc that quality is maintained at every site.

Part-H: Qualification of Consultants:

The interested consulting Firms shall be a tax, Pakistan Engineering Council (PEC) registered firm. Registration with Pakistan Council of Architects and Town Planners (PCATP) will be an added advantage. The firm should have been incorporated for minimum five years or more for offering similar services and have completed at least 02 similar projects of this scale and complexity and in comparable organizations and geographical context. Consultant should possess good knowledge of all concepts, principles and approaches required for assignment. The firm should provide details (documentary evidence e.g. contract award or reference letter from the clients stating scope of services and deliverables) of all such projects for the last 5 years or more during which they were completed. In case of joint venture, the details of such projects will be provided separately as primary or associated consultant.

Firm should have staff with adequate education, qualification and experience in area of design and supervision.

Interested consultants should provide:

1. Certificate of registration with PEC along with the latest renewal letter (PCATP registration and registration with professional bodies will be an added advantage).
2. Any other certifications i.e. ISO will be preferred.
3. Copy of Registration with Securities & Exchange Commission or Registrar of Firms will be preferred.
4. Copy of Registration with Income Tax Department.
5. List of professional staff (PEC registered and project based, with evidence of payroll).
6. List of similar works completed by the firm during last five (05) years or more and similar works in hand, indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion or expected date of completion.
7. Details of office and logistic capacity (Regional and District based offices, assets including vehicles and equipment’s details etc.)
8. A certificate/affidavit that the firm is not blacklisted by World Bank, UN agencies and Government Departments.

Short listing criteria

(Max Marks 100)

S#	Criteria	Marks	Marking Criteria
1	Civil Engineering project of comparable scale completed in last 05 Years in similar geographical context and complexity	25	Each project = 02 marks
2	Project Completed in least two (2) similar context in similar geographical context and complexity (Design)	15	Each project = 01 mark
3	Project Completed in least two (2) similar context in similar geographical context and complexity (Supervision)	35	Each project = 2.5
4	Logistical Capability (Office space, equipment, vehicles, audit report etc)	10	Logistic Capability in Province - 05 (Head office, Vehicles and Equipment,

			Audit Reports) Logistic Capability in Region - 05 (Regional office, Vehicles and Equipment)
5	Existing Personnel/Qualification of the Team in project focused area, for the following scope of works. Topographic survey: Architecture, Sub-Soil Investigation, Preliminary Design & Planning, Design of Infrastructural and Building Works, Bidding Documents and Procurement Facilitation, Construction Supervision (Resident Supervision), Environment & Safeguards, GIS (Staff should be a Masters/ Bachelors level with at least 5 years of post-qualification (experience) in same geographical context and complexity	15	1 Team Leader/Resident Engineer = 03 5 B.E (Civil) = 05 01 Architect= 03 1 CAD Operator = 01 01 Quantity Surveyor= 01 01 Financial management officer/assistant = 01 01 surveyor = 01

PART I: INDICATIVE STAFFING AND RESPONSIBILITIES

The Consultants are expected to establish a headquarter office at region assigned and sub-regional office at respective District. The timing for the establishment of the field offices and the number of staff in each team would be planned according to the work load and the prioritized activities on which the team is working at a given time.

A. Core Team/Resident Engineer

The indicative responsibilities of the Core Team will include:

- assist in preparation of detailed design, drawings, specifications and bidding documents of relevant project interventions;
- assist in preparation of annual work plans;
- Conduct training of project staff and field teams in implementing the Framework for Project Implementation; social mobilization and implementation of ESMP.
- provide regular supervision and support to all Consultants / field staff;
- assist PMU management with preparation of quarterly and annual progress reports and relevant sections of the implementation report, and

- Assist the management in preparing and processing forecasting of funds for works and facilitating annual audits by furnishing technical data required by auditors.

Following is the client's indicative estimate of the composition of the expertise required in the core team but the consultants are free to propose their time input/ level of effort with in the overall man month ceiling.

Regional Office Team - Indicative Staffing

Sr.#	Position	Nos.
1.	Team Leader / Regional Engineer	1
2.	Principal architect	1
3.	Financial and Management Assistant	1
4.	Quantity surveyor and Other Supporting Technical and Non-Technical Staff.	5

B. Field Teams.

There will be 1 Sub regional office in any district of the assigned region which will include the following staff as mentioned under. The field engineers will supervise the works and verify the payments of their concerned contractors. Each Field Team will comprise of staff required for different disciplines, including Construction of middle, high schools, Building of primary schools.. Following is the client's indicative estimation of the composition of the expertise required in the field but the consultants should elaborate the number and staff months of different categories, depending upon the assessment of workload.

Sub Regional and District Offices — Indicative Staffing

Sr.#	Position	Nos.
1.	Field Team In charge / Senior Engineer (Sub Region)	1
2.	Civil site engineer at district level	1

I. JOB DESCRIPTION AND QUALIFICATIONS OF STAFF AT REGIONAL OFFICE.

A) Resident Engineer / Team Leader.

The Team Leader will have overall management responsibility for organizing the consultant's team, and providing support to the project management; formulation and implementation of the annual work plans, supervision of the consultants' core and field teams; and coordination of Consultants activities with relevant government departments/agencies. The Team Leader will possess a Master's degree in Civil Engineering / Architecture with 10 year experience including implementation of multi sectorial projects preferably World Bank financed projects.. A minimum of 8 years of experience will be required in the management of similar consultancy services with demonstrated ability to work with government officials, technical field staff, and NGO representatives. In addition, the Team Leader would be required to have familiarity with the construction practices, and knowledge of project management information systems and knowledge and implementation of environmental & social safeguards.

Responsibilities of the Project Manager/Team Leader will be but not limited to the following:

- Reports to the Client.
- Assumes overall responsibility for management and supervision of the team.
- Undertakes responsibility for satisfactory completion of project as per design, specifications as per agreed cost and time frame.
- Works as the “the Engineer” as per Client’s agreement for the assigned engineering and supervision activities with the best professional and consulting standards to ensure that the assignment is completed satisfactorily.
- Keeps the Client informed of technical issues and the progress of all works both by direct contacts and through discussions or correspondence.
- Attends, at Project level, all meetings as required and keep a record of all such meetings.
- Assists Clients in preparation of annual work plan and budget.
- Assists the Client in any project issue which the Employer may require.
- Assists in preparation of project completion report (PCR).
- Assists the Client in preparing the response to Audit queries.
- Assists the Client in preparing response to financiers or other authority’s queries, observations, requirements etc.
- Coordinates with all related Client’s organizations for project issues Coordinates with M&E and Development section in fulfilling project objectives.

B) Principal Architect:

The Principal Architect Engineer would be responsible to oversee and supervise preparation of design BOQ and Tender documents of school buildings/Primary Schools. He/She should possess Bachelors/Masters Degree in Architect Engineering with 10 years professional experience in design of buildings structures, preferably in design of schools.

C) Financial Management Assistant.

The Financial Management Officer will be responsible for preparation and maintenance of management information system for the Project including progress monitoring, budgeting, accounting, control reporting system etc. He / She would develop the hardware and software requirements for establishment of information kiosks and train the concerned staff in their operation. He/She should possess a Masters degree in Business

Administration, Accountant or Financial Management with experience in Information Technology. He/She should have 10 years professional experience in Financial and Information Management and 5 years specific experience in MIS of rural development projects.

D) Field Team In- Charge/Senior Engineer:

The Field Team In-Charge/Senior Engineer would be responsible for coordinating the construction supervision activities including spot-checking quality of works during construction and on completion for verifying and certifying quantities and quality of completed civil works. Any deficiencies will be brought to the notice of the Client's Project Director. He/ She would possess a Bachelors Degree in Civil Engineering with at least 7 years experience in construction / civil works related projects.

Responsibilities of the Engineer will include but not limited to the following:

- Supervise the scoping, surveying, and designing tasks as well as provide technical assistance for the purpose as, where and when required.
- Verify the design process carried out by the supply & service companies to ensure adherence to design in accordance with the prescribed standards, specifications, and parameters.
- Carry out continuous monitoring of the designing plans and maintain liaison with implementation staff/other stakeholders.
- Assist in reviewing and modifying the designs for cost effectiveness and technical suitability.
- Perform other duties as required for the success of Project.

E) Site Engineer (Field):

- Assist the Field Team leader and other relevant staff in planning and supervision of construction activities.
- Support all rehabilitation and construction activities undertaken by Consultant in the relevant districts with improved coordination and timely technical inputs in order to effectively meet completion targets.
- Supervise / oversee implementation activities such as design reviews, procurement of project materials, and construction work.
- Undertake extensive field visits to assess the quality of construction activities and progress through contractors.
- Supervise contractors and provide advice and support to help overcome any shortcomings in the construction quality and management procedures.
- Assist the Field team leader in timely submission of monthly progress reports on all rehabilitation & construction activities undertaken in the respective districts.
- Verify the payments processed by Firm on achievement of milestones as agreed in the contracts and ensure timely release of payments to the contractors.
- Conduct regular field on project locations, guide and supervise process of schedule implementation.

Part J: Coordination

The Consulting Firm will report to the Project Director GPE and will coordinate with various specialists and staff of PMU in dispensing services. It will also liaise with various departments of GoB for matters directly related to discharge of responsibilities under contract.

Part K: Selection:

A Consultant/ Firm will be selected in accordance with the Consultant Qualification Based Selection method set out in the Section-III of World Bank's Consultant Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011.